



**JOB DESCRIPTION**

<b>Title:</b>	<b>Assistant Psychologist (AP)</b>
<b>Reports to:</b>	<b>Wellbeing Advice Team Service Manager</b>
<b>Responsible For:</b>	<b>N/A</b>
<b>Contract:</b>	<b>Fixed Term (June 31st July 2025)</b>
<b>Hours:</b>	<b>Full-time (1 FTE – 35 hours per week, with a one-hour unpaid rest break per day) *</b>
<b>Location:</b>	<b>HFEH Mind Premises/Schools/Colleges/Hybrid **</b>
<b>Salary:</b>	<b>£23,949 - £26,282</b>

\*Additional Working Hours: Occasional requirement to work outside these hours, including weekends, with agreement from the Service Manager/Senior Management Team.

\*\*Location of work is comprised of HFEH Premises, Schools and community organisations across the Boroughs of Hammersmith and Fulham, Ealing and Hounslow. Home/remote working available at the discretion of the Service Manager/Senior Management Team (SMT)

**Service Description:**

The "Be Kind to Your Mind (BK2YM)" service provides evidence-based mental health support to school- and college-aged Children and Young People, staff, young adults, families, and other professionals within the London Boroughs of Hammersmith and Fulham.

Be Kind to Your Mind (BK2YM) is a non-clinical, mental health and wellbeing offer delivered by HFEH MIND Youth Services. BK2YM's non-clinical interventions and psychoeducation programme (Learn Well) offers a multitiered level of support:

- Preventative and early intervention for children and young people aged 5 – 25 through HFEH Mind Psychoeducation Workshops and assemblies.
- Training for school staff and other professionals.
- Therapeutic Arts intervention (x6 sessions) for students.
- Access to a digital support tool (self-help): WYSA.
- Access to wider digital/online support tolls (Including *My Mind TV*).

### **Purpose of the Job:**

This is an exciting opportunity for an Assistant Psychologist to contribute to increasing and improving emotional and mental health provision within education settings for 5–18-year-olds, young adults (15 - 18), families, and other professionals within the London Boroughs of Hammersmith and Fulham.

### **Key Responsibilities:**

#### **1. Delivery of Interventions**

- Delivery of Be Kind to Your Mind interventions across schools, colleagues and alternative education.
- Delivering whole school/year group assemblies and ‘drop-down days’ to educational establishments within the defined area(s) of operation.
- Facilitation with targeted outreach to H&F SENCO's/AP's, adapting content for Special Educational Needs and Disabilities (SEND) in collaboration with Educational Psychologists.
- Ad-hoc creation of bespoke content to complement existing materials.
- Creation and delivery of education staff workshops based on provided training needs assessment form submissions.

#### **2. Coordination of Learn Well Delivery Programme:**

- Outreach to schools/organisations, maintenance of Learn Well bookings.
- Maintaining rapport with education/community youth provisions to ensure continuation of delivery across the academic year.
- Co-ordination of targeted outreach/promotion on universal days related to Children and Young People’s Mental Health and issues impacting their mental health and wellbeing generally. (E.g. world mental health day, stress awareness week etc.)

#### **3. Targeted Outreach/Promotion:**

- Coordination of outreach on universal days/ mental health specific days in line with HFEH Youth Services Calendar of events across Mental Health Support Teams Schools, Be Kind to Your Mind Schools and within the local Community. With a targeted approach to promoting offer in schools/ colleges/ education settings that do not engage with current HFEH Youth Services offers.
- Co-facilitation of psychoeducation sessions and therapeutic/creative interventions with trained practitioners, Children and Young People and colleagues across Youth Services.
- Working closely with Whole Schools Approach Lead, Co-Production Lead to ensure offer is relevant and Young Person Centred.

- Promotion of Youth Service’s core offer to Children & Young People, families and professionals (e.g. Circle, Wellbeing Guides, Co-Production, Parenting Programmes etc.)

**4. Evaluation and Impact Reporting:**

- Composition of internal, bi-borough, and education/youth settings impact reporting.
- Support data analysis for routine reporting, service evaluation, research, and improvement.
- Completing pre-and post-evaluation of interventions to ensure delivery is reviewed and meeting objectives.

**5. Partnership Working:**

- Manage the escalation of identified referrals for Children and Young People (CYP) with more complex needs to appropriate services with guidance from Management and Youth Services Safeguarding Lead.
- Communicate information effectively with CYPs, relatives, and carers, where there may be barriers to understanding.
- Ability to deal effectively with CYP, parent/carer concerns, complaints, and anxieties as they arise and escalate to management.

**6. Communications:**

- Work closely with HFEH MIND’s staff leading on communications.
- Support content development for wellbeing advice team and BK2YM programme.

**General:**

- Maintain awareness of and actively follow HFEH MIND’s policies.
- Ensure compliance with statutory requirements regarding the welfare of children, young people, and vulnerable adults.

## **Person Specification**

### **Essential**

#### **Training and Qualifications:**

- An undergraduate Psychology degree (or equivalent) that confers British Psychological Society's Graduate Basis for Chartered membership (GBC).

#### **Knowledge and Experience:**

- Understanding of the impact of social inequalities and how this relates to mental health.
- Extensive knowledge and understanding of the key socioeconomic and systemic factors that contribute to poor mental health of children, young people, and parents/carers from Black, Asian, and other Ethnic Minority groups.
- Understanding of the importance of maintaining confidentiality.
- Experience of literature reviews, data collection, and analysis.
- Knowledge of mental health and/or social care services.

#### **Skills:**

- Excellent writing skills and the ability to distil complex issues in clear language for a wide range of audiences.
- Commitment to working innovatively and always seeking to evaluate and improve all areas of practice.
- Ability to work productively as part of a team.
- An authentic regard for the client's experience and knowledge as equally valuable as that of clinicians/practitioners.
- Data Literacy and Attention to detail – especially in relation to compiling activity and impact reports for the service(s)
- Ability to keep accurate notes and records.
- Ability to prioritise and work on a number of tasks in parallel.
- Good time management and organisational skills.
- Excellent problem-solver.
- Ability to work well under pressure.
- Ability to convey ideas clearly.
- Strong interpersonal skills.
- Ability to communicate with a wide range of audiences.

#### **General:**

- A valuing of and commitment to tackling discrimination.
- A valuing of and commitment to holding clients at the centre of all practice.

- Commitment to supporting the development, mental health, and well-being of children, young people, and their parents/carers.
- Comfortable communicating and working with children, young people, and their parents/carers.
- Enthusiasm and motivation.
- Commitment to all HFEH MIND, particularly equal opportunity, and the ability to work harmoniously with colleagues and families of all cultures and backgrounds.
- Commitment to developing the work of HFEH MIND.
- Advanced IT skills, particularly Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to manage own workload and prioritise conflicting deadlines with little supervision.
- Proactive approach to problem-solving.
- Ability to work well under pressure.
- Recognition of the importance of, and ability to maintain tact, diplomacy, and confidentiality.
- Ability to work independently and as part of a team.
- Excellent communication skills.

**Desirable:**

- Master's and/or post-graduate degree.
- Experience using IAPTUS CYP patient record system.
- Experience of group facilitation and delivery.

**To be noted:**

This is not an exhaustive list of tasks; the post-holder will be asked to undertake **any other ad hoc tasks commensurate with the scope and purpose of this post. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.**

**Equal Opportunities and Safeguarding:**

We are an equal opportunities employer and are proud to employ a workforce that reflects the diverse communities we serve. We welcome applications from all suitably qualified persons from all backgrounds.

HFEH Mind is committed to creating and fostering a culture that promotes safeguarding and the welfare of all children and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about candidates to ensure that all persons appointed are suitable to work with children and vulnerable adults.